





## GEORGIA DEPARTMENT OF BANKING AND FINANCE

**TO:** GEORGIA MORTGAGE BROKER/PROCESSOR LICENSEES  
**FROM:** GEORGIA DEPARTMENT OF BANKING AND FINANCE (renewal@dbf.state.ga.us)  
**DATE:** August 29, 2014  
**RE:** CONTINUING EDUCATION REQUIREMENTS FOR RENEWAL

Pursuant to O.C.G.A. 7-1-1004 and Department Rule 80-11-4-.01:

<b>WHO:</b>	<p>Georgia Mortgage Broker/Processor Licensees (Brokers) must designate a Qualifying Individual (QI) to complete eight (8) hours of continuing education (CE) in order to renew.</p> <p>The <b>QI</b> is a person who directs the affairs of the mortgage business, either an individual owner or an individual designated and employed by the licensee as the primary supervisor or manager of the Broker's business.</p>
<b>WHAT:</b>	<p>The QI must obtain eight (8) hours of CE in order to renew the Broker license. At least one (1) hour must be concentrated on fraud detection and prevention. For more information regarding approved NMLS education providers please <a href="#">click here</a>.</p> <p>If the individual also holds a Mortgage Loan Originator (MLO) license, the individual may apply his or her 8 hours of MLO continuing education to the Broker CE requirements.</p>
<b>WHEN:</b>	<p>To avoid a late fine (\$1,000), all CE hours must be obtained by <b>October 31, 2014</b>. Failure to report CE hours before the deadline will prevent renewal of your Broker license.</p>
<b>HOW:</b>	<p><b>All Brokers must report directly to the Department through a webform, regardless of whether the individual reporting the Broker's CE requirements is an MLO.</b></p> <p><b>Only one</b> individual reporting on behalf of the Broker should scan his or her CE certificate(s) into one (1) document to be uploaded onto the Department's website.</p> <p>Please click the following link to certify and report that eight (8) hours of CE for your Georgia Mortgage Broker/Processor License have been obtained. <b>Only one person per Broker License should complete the following form.</b> Multiple submissions will delay the processing of the broker's renewal.</p> <p style="text-align: center;"> <b>CE REPORTING WEBFORM</b> </p> <p><a href="http://dbf.georgia.gov/webform/georgia-mortgage-broker-continuing-education-reporting">http://dbf.georgia.gov/webform/georgia-mortgage-broker-continuing-education-reporting</a></p> <p><i>Note: The maximum size for the upload is 5MB. The following file types are acceptable Microsoft Word Document (.doc/.docx), Microsoft PowerPoint (.ppt/.pptx), PDF, .gif, .jpg, .png and .tiff.</i></p>

Questions? – Please e-mail [renewal@dbf.state.ga.us](mailto:renewal@dbf.state.ga.us)